Montana Public Libraries Survey FY 2023

Survey Instrument: Worksheet

Use the following worksheet to prepare responses for the FY 2023 Montana Public Libraries Survey. All final responses must be submitted to the Montana State Library via the software, Counting Opinions LibPAS. For additional information about question sources, definitions, and response formats, please review Survey Instrument: Data Elements Definitions.

Number	Display	Question	Response
Contact Information			
1	All libraries	FSCS ID & Extension	Pre-filled
2	All libraries	LIB ID	Pre-filled
3	All libraries	Library name	Pre-filled
4	All libraries	Contact name and position	
5	All libraries	Contact email address	
6	All libraries	Street address	Pre-filled
7	All libraries	City (of street address)	Pre-filled
8	All libraries	ZIP Code (of street address)	Pre-filled
9	All libraries	Mailing address	
10	All libraries	City (of mailing address)	
11	All libraries	ZIP Code (of mailing address)	
12	All libraries	County	Pre-filled
13	All libraries	Phone	
14	All libraries	Fax number	
15	All libraries	Library home page	
Administrative Information			
16	All libraries	Interlibrary relationship code	Pre-filled
17	All libraries	Legal basis code	Pre-filled
18	All libraries	Administrative structure code	Pre-filled
19	All libraries	FSCS public library definition	Pre-filled
20	All libraries	Geographic code	Pre-filled
21	All libraries	Legal service area boundary change	Pre-filled
22	All libraries	Reporting period starting date	Pre-filled
23	All libraries	Reporting period ending date	Pre-filled
24	All libraries	Population of the legal service area	Pre-filled
25	All libraries	Number of dedicated voted library mills – city	

Number	Display	Question	Response
26	All libraries	Number of dedicated voted library mills – county	
27	All libraries	Number of dedicated voted library mills – library district	
28	All libraries	Number of general mills – city	
29	All libraries	Number of general mills – county	
30	All libraries	Number of general mills – school district	
31	All libraries	Did your library have a mill levy election on the ballot during this fiscal year?	Yes, No
32	*Display if question 31 is YES*	*Was the mill levy election successful?*	*Yes, No*
33	All libraries	Number of central libraries	Pre-filled
34	All libraries	Number of branch libraries	
35	All libraries	Number of bookmobiles	
Central Library			
36	All libraries	Central library square footage	Pre-filled
37	All libraries	When was the central library originally built?	YYYY
38	All libraries	When was the central library's last renovation completed?	YYYY
39	All libraries	How would you rate the physical condition of the central library?	Excellent, Good, Fair, Poor
40	All libraries	How would you rate the central library facility's ability to meet your programming needs?	Excellent, Good, Fair, Poor
41	All libraries	Central library public service hours per week	
42	All libraries	Central library number of weeks open per year	
43	All libraries	Central library total number of hours open per year	Automatic calculation (41 * 42)
44	All libraries	Central librarians (also include library director) FTE	
45	All libraries	Central all other FTE	
46	All libraries	Central staff with MLS FTE	
47	All libraries	What type of Internet access does the library have?	DSL, Cable, Fiber, Satellite
48	All libraries	Who is the library's Internet provider?	
49	All libraries	What is the subscribed download speed for the library's Internet connection?	
50	All libraries	What is the subscribed upload speed for the library's Internet connection?	
51	All libraries	What is the download speed on the library's public wired connection in the morning?	
52	All libraries	What is the upload speed on the library's public wired connection in the morning?	

Number	Display	Question	Response
53	All libraries	What is the download speed on the library's public wired connection in the afternoon?	
54	All libraries	What is the upload speed on the library's public wired connection in the afternoon?	
55	All libraries	Does the library provide public Wi-Fi access?	Yes, No
56	All libraries	How would you describe the reliability of the library's Internet connection?	Very dependable, Dependable, Mostly reliable, Sometimes reliable, Not reliable
Branches [this section only where applicable]			
57	*Display if question 34 is > 0*	*Outlet type code*	*Pre-filled*
58	*Display if question 34 is > 0*	*FSCS ID and SEQ*	*Pre-filled*
59	*Display if question 34 is > 0*	*LIB ID*	*Pre-filled*
60	*Display if question 34 is > 0*	*Library name*	*Pre-filled*
61	*Display if question 34 is > 0*	*Street address*	*Pre-filled*
62	*Display if question 34 is > 0*	*City*	*Pre-filled*
63	*Display if question 34 is > 0*	*Zip code*	*Pre-filled*
64	*Display if question 34 is > 0*	*County*	*Pre-filled*
65	*Display if question 34 is > 0*	*Phone*	
66	*Display if question 34 is > 0*	*Branch square footage*	*Pre-filled*
67	*Display if question 34 is > 0*	*When was the branch library originally built?*	*YYYY*
68	*Display if question 34 is > 0*	*When was the branch library's last renovation completed?*	*YYYY*
69	*Display if question 34 is > 0*	*How would you rate the physical condition of the branch library?*	*Excellent, Good, Fair, Poor*
70	*Display if question 34 is > 0*	*How would you rate the branch library facility's ability to meet your programming needs?*	*Excellent, Good, Fair, Poor*

Number	Display	Question	Response
71	*Display if question 34 is > 0*	*Branch public service hours per week*	
72	*Display if question 34 is > 0*	*Branch number of weeks open per year*	
73	*Display if question 34 is > 0*	*Branch library total number of hours open per year*	*Automatic calculation (71 * 72)*
74	*Display if question 34 is > 0*	*Branch librarians FTE*	
75	*Display if question 34 is > 0*	*Branch all other FTE*	
76	*Display if question 34 is > 0*	*Branch staff with MLS FTE*	
77	*Display if question 34 is > 0*	*What type of Internet access does the library have?*	*DSL, Cable, Fiber, Satellite*
78	*Display if question 34 is > 0*	*Who is the library's Internet provider?*	
79	*Display if question 34 is > 0*	*What is the subscribed download speed for the library's Internet connection?*	
80	*Display if question 34 is > 0*	*What is the subscribed upload speed for the library's Internet connection?*	
81	*Display if question 34 is > 0*	*What is the download speed on the library's public wired connection in the morning?*	
82	*Display if question 34 is > 0*	*What is the upload speed on the library's public wired connection in the morning?*	
83	*Display if question 34 is > 0*	*What is the download speed on the library's public wired connection in the afternoon?*	
84	*Display if question 34 is > 0*	*What is the upload speed on the library's public wired connection in the afternoon?*	
85	*Display if question 34 is > 0*	*Does the library provide public Wi-Fi access?*	*Yes, No*
86	*Display if question 34 is > 0*	*How would you describe the reliability of the library's Internet connection?*	*Very dependable, Dependable, Mostly reliable, Sometimes reliable, Not reliable*
Bookmobiles [this section only where applicable]			
87	*Display if question 35 is > 0*	*Outlet type code*	*Pre-filled*

Number	Display	Question	Response
88	*Display if question 35 is > 0*	*FSCS ID and SEQ*	*Pre-filled*
89	*Display if question 35 is > 0*	*LIB ID*	*Pre-filled*
90	*Display if question 35 is > 0*	*Library name*	*Pre-filled*
91	*Display if question 35 is > 0*	*Street address*	*Pre-filled*
92	*Display if question 35 is > 0*	*City*	*Pre-filled*
93	*Display if question 35 is > 0*	*Zip code*	*Pre-filled*
94	*Display if question 35 is > 0*	*County*	*Pre-filled*
95	*Display if question 35 is > 0*	*Phone*	
96	*Display if question 35 is > 0*	*Bookmobile public service hours per week*	
97	*Display if question 35 is > 0*	*Bookmobile number of weeks open per year*	
98	*Display if question 35 is > 0*	*Bookmobile total number of hours open per year*	*Automatic calculation (96 * 97)*
99	*Display if question 35 is > 0*	*Bookmobile librarians FTE*	
100	*Display if question 35 is > 0*	*Bookmobile all other FTE*	
101	*Display if question 35 is > 0*	*Bookmobile staff with MLS FTE*	
Staffing & Salaries			
102	All libraries	Total library staff with MLS FTE	Automatic calculation (46 + 76 + 101)
103	All libraries	Total librarians FTE	Automatic calculation (44 + 74 + 99)
104	All libraries	Total other staff FTE	Automatic calculation (45 + 75 + 100)
105	All libraries	Total paid staff FTE	Automatic calculation (103 + 104)
106	All libraries	Total hours worked by non-paid staff (volunteers, interns) per year	
107	All libraries	Does the library director have an MLS?	Yes, No
108	All libraries	What is the director's current hourly wage?	

Number	Display	Question	Response
109	All libraries	What is the starting hourly wage for the director position?	
110	All libraries	How many hours does the director work a week?	
111	All libraries	How many years of experience does the director have?	
112	All libraries	What education level does the director position require?	MLS, Masters, Bachelors, High School Diploma, None
113	All libraries	Does the library employ an assistant director?	Yes, No
114	*Display if question 113 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
115	*Display if question 113 is YES*	*What is the starting hourly wage for the position?*	
116	*Display if question 113 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
117	All libraries	Does the library employ a branch manager?	Yes, No
118	*Display if question 117 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
119	*Display if question 117 is YES*	*What is the starting hourly wage for the position?*	
120	*Display if question 117 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
121	All libraries	Does the library employ a department manager?	Yes, No
122	*Display if question 121 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
123	*Display if question 121 is YES*	*What is the starting hourly wage for the position?*	
124	*Display if question 121 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
125	All libraries	Does the library employ a librarian supervisor?	Yes, No
126	*Display if question 125 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
127	*Display if question 125 is YES*	*What is the starting hourly wage for the position?*	
128	*Display if question 125 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
129	All libraries	Does the library employ a librarian II?	Yes, No

Number	Display	Question	Response
130	*Display if question 129 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
131	*Display if question 129 is YES*	*What is the starting hourly wage for the position?*	
132	*Display if question 129 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
133	All libraries	Does the library employ a librarian I?	Yes, No
134	*Display if question 133 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
135	*Display if question 133 is YES*	*What is the starting hourly wage for the position?*	
136	*Display if question 133 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
137	All libraries	Does the library employ IT staff?	Yes, No
138	*Display if question 137 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
139	*Display if question 137 is YES*	*What is the starting hourly wage for the position?*	
140	*Display if question 137 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
141	All libraries	Does the library employ a library assistant?	Yes, No
142	*Display if question 141 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
143	*Display if question 141 is YES*	*What is the starting hourly wage for the position?*	
144	*Display if question 141 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
145	All libraries	Does the library employ a library aide?	Yes, No
146	*Display if question 145 is YES*	*Based on all staff currently in the position, what is the highest hourly wage received?*	
147	*Display if question 145 is YES*	*What is the starting hourly wage for the position?*	
148	*Display if question 145 is YES*	*What education level does the position require?*	*MLS, Masters, Bachelors, High School Diploma, None*
Operating Revenue			

Number	Display	Question	Response
149	All libraries	Local government revenue – city general fund	
150	All libraries	Local government revenue – city dedicated voted library mills	
151	All libraries	Local government revenue – county general fund	
152	All libraries	Local government revenue – county dedicated voted library mills	
153	All libraries	Local government revenue – library district	
154	All libraries	Local government revenue – other	
155	All libraries	Total local government revenue	Automatic calculation (149 + 150 + 151 + 152 + 153 + 154)
156	All libraries	State federation grant	Pre-filled
157	All libraries	Per capita, per square mile state aid	Pre-filled
158	All libraries	Total state government income	Automatic calculation (156 + 157)
159	All libraries	Federal government revenue	
160	All libraries	Other operating revenue	
161	All libraries	Total operating revenue	Automatic calculation (155 + 158 + 159 + 160)
Operating Expenditures			
162	All libraries	Salaries & and wages expenditures	
163	All libraries	Employee benefits expenditures	
164	All libraries	Total staff expenditures	Automatic calculation (162 + 163)
165	All libraries	Print materials expenditures	
166	All libraries	Electronic materials expenditures	
167	All libraries	Other materials expenditures	
168	All libraries	Total collection expenditures	Automatic calculation (165 + 166 + 167)
169	All libraries	Continuing education expenditures	
170	All libraries	Other operating expenditures	
171	All libraries	Total other operating expenditures	Automatic calculation (169 + 170)
172	All libraries	Total operating expenditures	Automatic calculation (164 + 168 + 171)
Capital Revenue			
173	All libraries	Local government capital revenue	
174	All libraries	State government capital revenue	
175	All libraries	Federal government capital revenue	
176	All libraries	Other capital revenue	
177	All libraries	Total capital revenue	Automatic calculation (173 + 174 + 175 + 176)
Capital Expenditures			
178	All libraries	Capital collection expenditures	
179	All libraries	Capital furnishings and equipment expenditures	
180	All libraries	Capital building expenditures	

Number	Display	Question	Response
181	All libraries	Other capital expenditures	
182	All libraries	Total capital expenditures	Automatic calculation (178 + 179 + 180 + 181)

Library Collection

Number	Display	Question	Response
183	All libraries	Print materials	Pre-filled for Montana Shared Catalog members
184	All libraries	Audio physical units	Pre-filled for Montana Shared Catalog members
185	All libraries	Video physical units	Pre-filled for Montana Shared Catalog members
186	All libraries	Other circulating physical items	Pre-filled for Montana Shared Catalog members
187	All libraries	Total physical collection	Automatic calculation (183 + 184 + 185 + 186)
188	All libraries	Downloadable audio provided through the Montana State Library (MTLIB2GO)	Pre-filled
189	All libraries	Other downloadable audio	
190	All libraries	Total audio downloadable units	Automatic calculation (188 + 189)
191	All libraries	E-books provided through the Montana State Library (MTLIB2GO)	Pre-filled
192	All libraries	Other e-books	
193	All libraries	Total e-books	Automatic calculation (191 + 192)
194	All libraries	Downloadable videos provided through the Montana State Library (MTLIB2GO)	Pre-filled
195	All libraries	Other downloadable videos	
196	All libraries	Total video downloadable units	Automatic calculation (194 + 195)
197	All libraries	Licensed databases provided through the Montana State Library	Pre-filled
198	All libraries	Other licensed databases	
199	All libraries	Total licensed databases	Automatic calculation (197 + 198)
200	All libraries	Total print serial subscriptions	

Library Services

Number	Display	Question	Response
201	All libraries	Library visits	
202	All libraries	Library visits reporting method	CT, ES
203	All libraries	Reference transactions	
204	All libraries	Reference transactions reporting method	CT, ES
205	All libraries	Number of registered users	Pre-filled for Montana Shared Catalog members
206	All libraries	Overdue fine policy	Yes, No

Circulation

Number	Display	Question	Response
207	All libraries	Circulation of children's materials - physical	Pre-filled for Montana Shared Catalog members
208	All libraries	Circulation of children's materials provided by Montana State Library (MTLIB2GO)	Pre-filled
209	All libraries	Circulation of children's materials - other electronic	
210	All libraries	[Total] Circulation of children's materials	Automatic calculation (207 + 208 + 209)

Number	Display	Question	Response
211	All libraries	[Total] Physical item circulation	Pre-filled for Montana Shared Catalog members
212	All libraries	Circulation of other physical items	Pre-filled for Montana Shared Catalog members
213	All libraries	Use of electronic materials provided by Montana State Library (MTLIB2GO)	Pre-filled
214	All libraries	Use of other electronic materials	
215	All libraries	Successful retrieval of electronic information	
216	All libraries	[Total] Use of electronic materials	Automatic calculation (213 + 214)
217	All libraries	[Total] Electronic content use	Automatic calculation (215 + 216)
218	All libraries	Total circulation of materials	Automatic calculation (211 + 216)
219	All libraries	Total collection use	Automatic calculation (211 + 217)
Interlibrary Loans			
220	All libraries	Loans - in state	Pre-filled
221	All libraries	Loans - out of state	Pre-filled
222	All libraries	[Total] Provided to	Automatic calculation (220 + 221)
223	All libraries	Borrows - in state	Pre-filled
224	All libraries	Borrows - out of state	Pre-filled
225	All libraries	[Total] Received from	Automatic calculation (223 + 224)
Library Program Sessions			
226	All libraries	[Audience] Number of synchronous program sessions targeted at children ages 0-5	
227	All libraries	[Audience] Number of synchronous program sessions targeted at children ages 6-11	
228	All libraries	[Audience] Number of children's programs	Automatic calculation (226 + 227)
229	All libraries	[Audience] Number of synchronous program sessions targeted at young adults ages 12-18	
230	All libraries	[Audience] Number of synchronous program sessions targeted at adults ages 19 or older	
231	All libraries	[Audience] Number of synchronous general interest program sessions	
232	All libraries	[Location] Number of synchronous in-person onsite program sessions	
233	All libraries	[Location] Number of synchronous in-person offsite program sessions	
234	All libraries	[Location] Number of synchronous virtual program sessions	
235	All libraries	[Audience] Total number of synchronous program sessions	Automatic calculation (228 + 229 + 230 + 231)
236	All libraries	[Location] Total number of synchronous program sessions	Automatic calculation (232 + 233 + 234)
Library Program Attendance			
237	All libraries	[Audience] Attendance at synchronous programs targeted at children ages 0-5	

Number	Display	Question	Response
238	All libraries	[Audience] Attendance at synchronous programs targeted at children ages 6-11	
239	All libraries	[Audience] Children's program attendance	Automatic calculation (237 + 238)
240	All libraries	[Audience] Attendance at synchronous programs targeted at young adults ages 12-18	
241	All libraries	[Audience] Attendance at synchronous programs targeted at adults ages 19 or older	
242	All libraries	[Audience] Attendance at synchronous general interest programs	
243	All libraries	[Location] Synchronous in-person onsite program attendance	
244	All libraries	[Location] Synchronous in-person offsite program attendance	
245	All libraries	[Location] Synchronous virtual program attendance	
246	All libraries	[Audience] Total attendance at synchronous programs	Automatic calculation (239 + 240 + 241 + 242)
247	All libraries	[Location] Total attendance at synchronous programs	Automatic calculation (243 + 244 + 245)
Pre-Recorded Library Programs			
248	All libraries	Total number of asynchronous program presentations	
249	All libraries	Total views of asynchronous program presentations withing 30 days	
Library Technology			
250	All libraries	Total attendance at technology classes	
251	All libraries	Total recipients of one-on-one technology assistance	
252	All libraries	Total device circulation	
253	All libraries	Number of Internet computers used by general public	
254	All libraries	Number of Internet computers used by staff	
255	All libraries	Number of uses (sessions) of public Internet computers per year	
256	All libraries	Reporting method for number of uses of public Internet computers per year	CT, ES
257	All libraries	Wireless sessions	
258	All libraries	Reporting method for wireless sessions	CT, ES
259	All libraries	Website visits	